Board of Selectmen Minutes of Regular Meeting July 16, 2012

I. Call to Order/Roll Call

Chairman Paul Salafia reconvened the Regular meeting of the Board of Selectmen to order at 7:24 P.M. in the Selectmen's Conference Room at the Town Offices. Present were: Chairman Salafia and Selectmen Alex Vispoli, Mary Lyman and Dan Kowalski. Selectman Major teleconferenced in to the meeting. Also present Town Manager Reginald Stapczynski and Town Clerk Larry Murphy. The meeting was duly posted and cable-cast live.

II. Executive Session

Chairman Salafia called the Executive Session to order at 6:06 P.M. in the Selectman's Conference Room at the Town Offices. On a motion by Selectman Lyman seconded by Selectman Kowalski, the Board voted to enter into Executive Session to discuss collective bargaining strategy and to return to Open Session. Roll Call: Chairman Salafia-Y, Selectmen Mary Lyman-Y, Brian Major-Y, and Dan Kowalski-Y. Selectman Major teleconferenced in to the meeting and Selectman Vispoli arrived after the meeting opened. At 7:15 P.M. on a motion by Selectman Kowalski and seconded by Selectman Lyman, the Board voted to adjourn from Executive Session, move to Open Session and not to return to Executive Session. Roll Call: Selectmen Lyman-Y, Vispoli-Y, Major-Y, Kowalski-Y and Chairman Salafia-Y.

III. Opening Ceremonies

Chairman Salafia asked for a Moment of Silence followed by the Pledge of Allegiance.

IV. Communications/Announcements/Liaisons

The Town Manager made the following announcements:

- \sim Congratulations and thank you to the Fire Department for the spectacular fireworks display the night of July 3rd. The event was well-attended as was the Pancake Breakfast on July 4th in The Park.
- ~ The DCS Family Music Nights will be held throughout the Summer on Wednesdays at 7:00 P.M. in The Park.
- ~ Congratulations to Town Accountant Rod Smith and his team on receiving the Achievement for Excellence in Financial Reporting Award.
- \sim The amount of the Green Community Grant received is \$220,000 not \$248,000 as previously stated.

Town Clerk Larry Murphy reported the State Primary will be held on Thursday, September 6th with voting at both locations – AHS Field House and Senior Center. The Office of Campaign and Financing will hold a workshop on Thursday, July 19th at Memorial Hall Library at 6:30 P.M. for anyone interested in learning about campaign financing and laws.

Selectman Lyman thanked the Public Safety Department for the great job they did during the July 4th celebration. She stated the Town Accountant's goals and achievements will be presented after the close-out of the FY-12 Fiscal Year. She also requested the use of school facilities by DCS and AYS be kept on the agenda for future discussion.

Chairman Salafia reported the Chairs of the three Boards (Selectmen, School Committee & Finance Committee) have begun their initial prep work for the Budget and are developing a list of questions. Residents are encouraged to send questions to Chairman Salafia.

V. Citizens Petitions & Presentations

John Pasquale, 47B Whittier Street, suggested early communication announcing the September 6th Primary as this is also the first day of school and there will be a lot of congestion and traffic.

Mary Carbone, 3 Cyr Circle, did not appreciate not being allowed to ask a question regarding the Town Yard after the Work Session ended on July 2nd. Chairman Salafia explained that the Board decided from the beginning not to take public input but rather to wait until the public meeting is scheduled.

VI. Regular Business of the Board

A. <u>Amendments to the Traffic Rules & Regulations</u>

Safety Officer Edgerly presented the proposed amendments to the traffic rules and regulations for parking at Recreation Park. The Board discussed the recommended amendments to Schedule 1, Article V, Section 2 – PARKING to add the following:

- ~ "No Parking" on both sides of Recreation Park Road from the dead end to 60' east; and
- ~ "No Parking" on both sides of Recreation Park Road from Abbot Street to 750' west.

On a motion by Selectman Kowalski and seconded by Selectman Lyman the Board voted 5-0 to approve the amendments as presented.

B. Selectmen Liaison Appointments

The Board finalized their committee/board/department/division liaison appointments for June 2012 – May 2013. It was noted that if a member was unable to attend a meeting another member can go in their place or they can request a copy of the minutes to review. The list will be posted on the Town's website.

C. <u>State Primary Warrant</u>

Selectman Vispoli motioned for the Board to sign the Warrant for the State Primary to be held on September 6, 2012. The motion was seconded by Selectman Kowalski and voted 5-0 to approve.

D. Town Yard Continued Work Session

The Board was joined by P & F Acting Director Maria Maggio and DPW Acting Director Chris Cronin to continue their discussion on the Town Yard. Selectman Major was teleconferenced in to the meeting. Chairman Salafia announced there would be no public input at this time.

Previous site maps by Wesson and Sampson and Task Forces were looked at as was a list of preferred sites and an evaluation of all sites since 2007. The Board talked about the Town land behind the South School, land off of Red Spring Road as well as other areas that could be used as satellite sites. Direction was given to Chris and Maria to provide

their recommendation for: 1) one site; 2) a combination of multiple satellite sites using the present Town Yard with satellites; 3) a combination of private/public possibilities if an attractive private option arose; 4) or to recommend one function requiring a large dedicated space, if it is possible to privatize that function, and how it would affect the space needs. Chris displayed what the modules would look like on the site maps for Ledge Road. They will explore what can be done in that area and what is not permitted.

E. FY-13 Board of Selectmen and Town Manager Goals

The Board discussed the collective goals for FY-13 and talked about setting realistic goals that can be achieved and do not include normal, day-to-day duties of the Town Manager. Goals should be specific, measurable, and support the overall goals. They should reduce costs while keeping services at a high level and ensure that we don't lose track of opportunities in the process (i.e. potential outsourcing).

Ideas for goals included: 1) Facilities Replacement: Town Yard, Ballardvale Fire Station; 2) Closure of all Employee Contracts: affordable-short term, reducing long term financial obligations; 3) OPEB: setup a structure to create a plan for long-term cost reduction. 4) Outsourcing: anything to reduce cost of delivering services. 5) Zero use of Free Cash for development of the FY-14 Budget and 6) Financing of goals. The Town Manager suggested adding the Bancroft School and Early Childhood Program to Facilities Replacement. The Board discussed technology efficiencies and other ideas to consider.

They will meet to review and brainstorm goals for the Town Manager for the current fiscal year on Monday July 23rd from 7:00 P.M. – 9:00 P.M. Residents can send their ideas to Paul Salafia.

VII. Consent Agenda

A. <u>Commercial Transportation Request</u>

Selectman Vispoli motioned to approve the request of Wadee Y. Suleiman, Boston Super Transportation, Inc., 29 Cummings Park, Woburn, MA, for permission to operate commercial transportation vehicles within the bounds of Andover and is also requesting a waiver from any requirement to apply for a livery license from the Town. The request has been reviewed and approved by the Town Clerk and Police Department Safety Officer subject to the condition that all other requirements of the Town are met prior to the issuance of the waiver. The motion was seconded by Selectman Lyman and voted 4-0 to approve.

B. DCS Yard Sale

Selectman Lyman motioned to approve the request of Mary Montbleau, Community Services Director, for permission to use The Park on Saturday, September 22, 2012 (raindate – Sunday, September 23, 2012) from 8:00 A.M. to 2:00 P.M. for their annual Fall Yard Sale. The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Lyman and voted 4-0 to approve.

C. Feaster Five Road Race Request

Selectman Kowalski motioned to approve the request of Dave McGillivray, DMSE, Inc., for permission to hold the 25th Annual Feaster Five Road Race on Thanksgiving Day, November 22, 2012 beginning at Brickstone Square using the same 2011 route. He is

also requesting permission to use the park on Balmoral Street for the kids event. The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Vispoli and voted 4-0 to approve.

D. <u>Appointments and Re-appointments</u>

On a motion by Selectman Lyman and seconded by Selectman Kowalski, the Board motioned to approve the following appointments as presented.

DEPARTMENT	POSITION	RATE	EFF.	DATE
COMMUNITY SERVICES Thomas C. Smoker Conor C. Richardson	Music Director/STE - Asst. Director/STE -		\$2,500.00 \$500.00	7/9/12 7/9/12
MEMORIAL HALL LIBRAE Henry Wu	<u>RY</u> Page – PT L1-1/ (v. B. Harris)		\$8.00/hr.	7/17/12

Selectman Lyman motioned that the following annual appointments and reappointments of Election Officials be approved as presented and recommended by the Town Clerk and further that the Town Clerk may appoint from among them from time-to-time, such wardens, deputy wardens, deputy clerks, inspectors, deputy inspectors, and tellers for various precincts as he deems appropriate. The motion was seconded by Selectman Vispoli and voted 4-0 to approve.

TOWN CLERK			
Keith Davenport	Pollworker	\$8.25/hr.	7/16/12
Camille Ducey-Landwehr	Pollworker	\$8.25/hr.	7/16/12
Elaine Dunaway	Pollworker	\$8.25/hr.	7/16/12
Mary Ann Jelson	Pollworker	\$8.25/hr.	7/16/12
Charlotte Lyons	Pollworker	\$8.25/hr.	7/16/12
Sharon Magnuson	Pollworker	\$8.25/hr.	7/16/12
Jennifer O'Brien	Pollworker	\$8.25/hr.	7/16/12
Kenneth Ozoonian	Pollworker	\$8.25/hr.	7/16/12
Diane Sandberg	Pollworker	\$8.25/hr.	7/16/12
Kimberly Stemple	Pollworker	\$8.25/hr.	7/16/12

And that the following re-appointments by the Board of Selectmen be approved:

Mary Jane Bausemer	Pollworker	Champa Bilwakesh	Pollworker
Jeanne P. DeLisio	Pollworker	Nancy S. Gump	Pollworker
Barbara MacIntire	Pollworker	Betty Landy	Pollworker
Ellen T. Marcus	Pollworker	Lillian Palumbo	Pollworker
James J. Redmond	Clerk	Judith T. Reghitto	Warden
Kathlen M. Salvi	Pollworker	Susan A. Schwarz	Pollworker
Marilyn P. Wicker	Pollworker	Sue Bergmeier	Pollworker
Jeanne Fitzgerald	Pollworker	Carole A. Hill	Pollworker
Alan M. Henderson	Pollworker	Patricia A. King	Pollworker
Margaret L. Leber	Pollworker	Joan M. Lemieux	Pollworker

Douglas F. Mitchell	Clerk	Stacia A. Quinn	Pollworker
Walter W. Salvi	Warden	James Sellers	Pollworker
Madelaine St. Amand Pollwo	orker	Nancy Vogel	Pollworker
Lora Williams	Pollworker	Rita T. Arsenault	Pollworker
Nancy A. Burnham	Pollworker	Delores J. Cleland	Pollworker
Nancy L. Cronin	Pollworker	Francis A. Drake	Pollworker
Denise S. Doherty	Pollworker	Robert A. Friedenson	Pollworker
Judith Lugus	Pollworker	Melvin Martin Pollw	orker
Calvin G. Perry	Warden	Peter H. Schwind	Clerk
Beverly B. McCabe	Pollworker	H. Francis Ritterhaus	Pollworker
Cynthia M. Sexton	Pollworker	Susan A. Toth	Pollworker
Virginia F. Caswell	Pollworker	Clare M. Doyle	Pollworker
Eleanor A. Everett	Warden	Alice E. Friedenson	Pollworker
Pauline M. Malloy	Pollworker	Marcia S. O'Donnell	Pollworker
Elaine M. O'Brien	Pollworker	Cora G. Ozoonian	Pollworker
Susan Phieffer Pollwo	orker	Julie E. Pike	Pollworker
Celia Rogers	Pollworker	Helen Sellers	Pollworker
Mary D. Barry Pollwo	orker	Suanne C. Dillman	Pollworker
Maureen A. Finneran	Pollworker	Wendy Cassidy-Grobicki	Pollworker
Phyllis A. Jardine	Pollworker	Charles H. Heseltine	Clerk
Robert C. Hughes	Warden	Shirley E. Kountze	Pollworker
Lynne M. R. Landry	Pollworker	Joanne Lepine	Pollworker
Beatrice A. Pfister	Pollworker	Shiva Sheel	Pollworker
David C. Tomlinson	Pollworker	Sidney H. Wicker	Pollworker
Arlene N. Abugov	Pollworker	Judith F. Birtles	Pollworker
Barry Boyce	Pollworker	Janice Burkholder	Pollworker
Dianne E. DeLucia	Pollworker	Alexandra Driscoll	Pollworker
Christine Hayward	Pollworker	Abigail Harris	Pollworker
Margaret Hughes	Pollworker	Nancy A. James	Pollworker
W. Robert James	Pollworker	Edith McElman	Pollworker
Marilyn S. Nolan	Pollworker	Pauline M. Robichaud	Pollworker
Doris Rogers	Pollworker	Robert E. Willard	Warden
Maria K. Bartlett	Pollworker	Marian C. Bicking	Pollworker
Mary Giata	Pollworker	Elizabeth A. Kochakian	Pollworker
Philip LaTorre Pollwo	orker	Edward M. Medeiros	Clerk
Dorothy S. Morrissey Pollwo	orker	Jeanne S. Paskowsky	Pollworker
Alice Pincus	Pollworker	Martha J. Porter	Pollworker
Gail Ralston	Pollworker	Albert R. Retelle	Pollworker
Evelyn A. Retelle	Pollworker	John C. Schwing	Pollworker
Charlotte Taylor	Pollworker	Priscilla A. Titus	Pollworker
Michael Toth	Pollworker	Joseph Leo Bernard	Pollworker
May R. Bernard	Pollworker	David W. Brown	Clerk
Victoria P. Coderre	Pollworker	Sandra P. Durling	Pollworker
Alfred E. Dusey	Pollworker	Maurice Y. LaBarre, Jr.	Warden
Richard Leber	Pollworker	Zeff Marusich	Pollworker
Deborah K. Moskal	Pollworker	Donna J. Onsasch	Pollworker
Catherine A. Robie	Pollworker	Anthony J. Sofia	Pollworker
Delia Strobel	Pollworker	Constantine Bassilakis	Pollworker
Anthony Connors	Pollworker	Paul C. Dow	Warden
Joan A. Dow	Pollworker	Luan M. Giannone	Pollworker

Jane Gifun	Pollworker	Sheila N. Medeiros	Pollworker
Pamela H. Mitchell	Pollworker	Richard G. O'Brien	Clerk
Carolyn Page	Pollworker	John R. Petty	Pollworker
Mildred M. Raymond Pollworker		Ruth N. Shapiro	Pollworker
Rosemary C. Surette	Pollworker	Kathryn M. Wilson	Pollworker

VIII. Approval of Minutes of Previous Meeting

On a motion by Selectman Vispoli and seconded by Selectman Kowalski, the Board voted 4-0 to approve the Regular Meeting Minutes of June 18, 2012 and July 2, 2012 as presented.

IX. Adjournment

At 9:30 A.M. on a motion by Selectman Lyman and seconded by Selectman Kowalski, the Board of Selectman voted 4-0 to adjourn the Regular Meeting of July 16, 2012.

Respectfully submitted,

Dee DeLorenzo Recorder